

Skills _____

Work History

Employer _____
Address _____
City/State/ZIP _____
Phone _____
Position _____
Pay Rate _____
Start Date _____
End Date _____
Duties _____

Reason for Leaving _____

Employer _____
Address _____
City/State/ZIP _____
Phone _____
Position _____
Pay Rate _____
Start Date _____
End Date _____
Duties _____

Reason for Leaving _____

Employer _____
Address _____
City/State/ZIP _____
Phone _____
Position _____
Pay Rate _____
Start Date _____
End Date _____
Duties _____

Reason for Leaving _____

(Interview continued)

Look your best

- ✓ Dress better than current employees.
- ✓ Make sure your clothes are clean and ironed and wear clothes that fit and cover your shape.
- ✓ Brush your teeth, shower, wash your hair and use deodorant.
- ✓ Shave or trim facial hair.
- ✓ Wear minimal jewelry and keep piercings to no more than two in ears only.
- ✓ Do not use perfume or cologne.

Bring

- ✓ A pen and paper.
- ✓ Your completed pocket application and resume.

At the interview

- ✓ Be on time and go alone.
- ✓ Be confident and polite.
- ✓ Firmly shake hands with the interviewer and sit when asked.
- ✓ Sit up straight and maintain good eye contact.
- ✓ Listen carefully, think before answering questions and keep your responses short and positive.
- ✓ Be yourself.
- ✓ Honesty is the best policy.
- ✓ Ask questions but don't dominate the interview.
- ✓ Ask when a hiring decision will be made.

Send a short thank you note a day or two after the interview.

5. On the Job

Congratulations on your new job!

- ✓ Be early every day.
- ✓ Listen and ask questions.
- ✓ Have a positive attitude and be willing to do what it takes.
- ✓ Be part of the team.
- ✓ Use appropriate language.
- ✓ Treat everyone with respect.
- ✓ Avoid personal gossip.
- ✓ Accept constructive criticism.
- ✓ Keep personal problems at home.
- ✓ Visit with friends and family outside of work, not during work.

labor.idaho.gov

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Ages 14-18

**Five Steps
to Getting
a Job**

IDAHO
DEPARTMENT OF LABOR

C. L. “BUTCH” OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

Ages 14 & 15

What work can I do?

- Office work, retail stores, restaurants, movie theatres, for example.

When can I work?

- During School:** Three hours on a school day, eight hours on each weekend day. No more than 18 hours in a school week. Work hours must be between 7 a.m. and 7 p.m.
- Summer Hours:** June 1 - Labor Day, eight hours per day, 40 hours per week. Work hours must be between 7 a.m. and 9 p.m.

Ages 16 & 17

What work can I do?

- Any non-hazardous job.

What jobs are hazardous?

- Mining, logging, meat packing, roofing, excavation, demolition, operation of many types of power-driven equipment, working with saws, explosives and radioactive materials are among occupations considered hazardous by the U.S. Department of Labor. More information is available at <http://www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm>.

When can I work?

- Any time.

18 & Over

- Any job, any time, except you must be 19 to serve or sell alcohol.

Visit <http://www.youthrules.dol.gov> for specific child labor law information.

1. Get Organized

- Decide where you want to work, what you have to offer and what kind of job you want.
- Fill out the attached pocket application. You will need this information to complete job applications.
- Prepare a resume when necessary. Idaho Labor can help.

2. Start Looking

- Register on our Web site.
- Search our Web site for jobs that interest you.
- Call, e-mail or come in for application information.
- Go to the nearest Idaho Department of Labor office for more job information.
- Tell your friends and family you are looking for a job.

Don't have access to the Internet or a computer? Customer computers are available for job search activities at all Idaho Department of Labor local offices.

For locations go to labor.idaho.gov

3. Fill Out Applications

Employers use job applications to decide who to interview.

Follow directions

- Avoid having your application thrown out because you filled it out incorrectly.

Fill in all the blanks

- Refer to your pocket application.
- Write n/a (not applicable) if a question does not apply to you.

Fill it out neatly

- Use a black or blue pen.
- Print clearly.
- Don't abbreviate.
- Check spelling and grammar.
- Ask someone else to proofread it.

Sign the application

4. Interview

Being well prepared increases self-confidence and improves your interview performance.

Get ready

- Learn about the company, its products, its services.
- Know the name of your interviewer.
- Know what skills and qualifications you have to offer.

(Interview continued on back)

Pocket Application

This pocket application will help you keep track of key information requested on most applications. Take it with you when you are looking for work.

Personal Information

Address _____

City/State/ZIP _____

Phone _____

Alternate Phone _____

E-mail _____

Memorize or bring your Social Security number and driver's license number.

Education

School _____

City/State _____

Dates _____

Highest Grade Completed _____

Date Graduated _____

School _____

City/State _____

Dates _____

Highest Grade Completed _____

Date Graduated _____

References

Name _____

Address _____

City/State/ZIP _____

Phone _____

Name _____

Address _____

City/State/ZIP _____

Phone _____

Name _____

Address _____

City/State/ZIP _____

Phone _____